

**DOE Weekly Field Memo – October 6, 2010**

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- **Reminder: Be the Buzz! A Statewide Conference for High-School Youth and Adult Teams (November 12, 9:00 a.m. - 2:30 p.m., Goddard College)**
- **Department of Education Closed for Columbus Day**

**From the Agency of Human Services:**

- **AHS Application for Use of the Automated Adult Abuse and Child Protection Registries Checking System**

**From the New England Secondary School Consortium:**

- **“From Bold Vision to Pragmatic Implementation: Using Leadership Teams to Move High Schools Forward”**

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**Legislative Requirement: Challenges for Change Reminder & Clarification**

**Audience: Superintendents, Principals, Business Managers, School Board Members**

A reminder that the Challenges for Change targets released on August 2<sup>nd</sup> were for education spending reductions. This means the local share of special education *is* included - there is not a separate special education challenge. Act 146 requires that on or before December 15<sup>th</sup>, the boards of the supervisory union and each district within it must notify the commissioner whether their combined budgets will be able to meet the targets. Also on or before December 15<sup>th</sup>, each technical center district shall notify the commissioner of its ability to meet the recommended reduction allocated to it.

Contact: Bill Talbott, Chief Financial Officer, at (802) 828-0470 or [bill.talbott@state.vt.us](mailto:bill.talbott@state.vt.us) or Brad James at (802) 828-0471 or [brad.james@state.vt.us](mailto:brad.james@state.vt.us)

**Teacher and Staff Data Submission**

**Audience: Superintendents, Principals, Business Managers**

The Teacher/Staff Full-time Equivalency and Salary Report provides critical information to the commissioner, State Board, and Legislature, this year more so than ever. We have heard from many superintendents that in FY 2011 many staff reductions were made. This year's data collection will allow us to quantify that information. Please do your best to get your data files submitted to the department on time.

Contact: DOE Help Desk at (802) 828-3777

**Common Core State Standards Regional Meetings**

**Audience: Superintendents, Curriculum Coordinators, and Principals**

The department will be holding Common Core State Standards Regional Meetings for district/SU leadership teams in early November. The goals of the meeting will be for district/SU leadership teams to learn key information about the Common Core (CC) implementation in Vermont, as well as to consider the implications for curriculum, instruction and assessment. The meetings will provide the opportunity to meet with key regional partners to discuss support for CC implementation. All meetings will be held from 4:00 – 6:00 p.m. For more detailed information and registration, visit

[http://education.vermont.gov/new/html/dept/calendar.html#cc\\_regional](http://education.vermont.gov/new/html/dept/calendar.html#cc_regional).

Contact: Gail Taylor at (802) 828-5158 or [gail.taylor@state.vt.us](mailto:gail.taylor@state.vt.us) or Marty Gephart at (802) 828-1462 or [marty.gephart@state.vt.us](mailto:marty.gephart@state.vt.us)

### **Ready Kindergarteners Survey**

#### **Audience: Principals, Superintendents, Kindergarten Teachers**

The Department of Education and the Agency of Human Services request the support and assistance of superintendents, principals and kindergarten teachers in completing the Ready Kindergarteners Survey. This annual data collection enables us to monitor Vermont's progress toward the outcome of "all children are ready for school."

As with last year, teachers are asked to complete the surveys electronically on Survey Monkey. Because of concerns raised by the Family Educational Rights and Privacy Act (FERPA) about protecting child level data online, teachers are NOT being asked to provide any identifying information about themselves or their students; only that they enter the Agency of Human Services (AHS) District in which their school is located. The **deadline for completing the online surveys is November 19**. For more information and to access the survey, go to [http://education.vermont.gov/new/html/pgm\\_earlyed.html#survey](http://education.vermont.gov/new/html/pgm_earlyed.html#survey).

Contact: Manuela Fonseca, Early Education Consultant, at (802) 828-3850 or

[Manuela.fonseca@state.vt.us](mailto:Manuela.fonseca@state.vt.us)

### **VTPBIS "Getting to Readiness" Workshop (Corrected Date: November 10)**

#### **Audience: Superintendents, Special Education Directors, Principals, Curriculum Coordinators, other school staff**

This workshop is designed to offer readiness strategies so that school teams will meet the necessary prerequisites for implementation. The agenda will include benefits and misconceptions about PBIS, the specific steps involved with school-wide PBIS, strategies for staff buy-in, systems for data-based decision making and action planning for "readiness". Participants must attend as school teams including the building administrator. Fee: \$70 per person, 8:30 a.m. – 3:30 p.m. Lake Morey Resort, Fairlee, VT. Go to <http://education.vermont.gov/new/html/dept/calendar.html#readiness>.

Contact: Sabine Baldwin at (802) 828-0183 or [sabine.baldwin@state.vt.us](mailto:sabine.baldwin@state.vt.us)

### **Positive Behavioral Interventions and Supports (PBIS) Team Implementation Checklist (TIC) v3 Survey Timeline October 1-30, 2010**

#### **Audience: VTPBIS Schools, Superintendents, Principals, Coordinators**

The PBIS Team Implementation Checklist (TIC) should be completed as part of your October Leadership Team meeting. Vermont Positive Behavior Interventions and Supports (VTPBIS) will now have the month of October for online submissions. Instructions for completing the survey are located at:

[http://education.vermont.gov/new/html/pgm\\_ess/pbs.html#checklist](http://education.vermont.gov/new/html/pgm_ess/pbs.html#checklist).

Contact: Sabine Baldwin at (802) 828-0183 or [sabine.baldwin@state.vt.us](mailto:sabine.baldwin@state.vt.us)

### **Legislative Requirement: Act 87 of 2010, Section 4a, Improving Nutrition Programs: Summer Educational Programs; Camps**


#### **Audience: Superintendents, School Food Service Staff, After-school Program Coordinators**

Act 87, Sec. 4a, Improving Nutrition Programs, states that the department of education shall report on the number of school districts that operated or funded summer educational or recreational programs or camps. View the report at [http://education.vermont.gov/new/html/laws/legislative\\_reports.html#camps](http://education.vermont.gov/new/html/laws/legislative_reports.html#camps).

Contact: Emanuel Betz at (802) 828-0557 or [emanuel.betz@state.vt.us](mailto:emanuel.betz@state.vt.us)

### **Important Notice for the NECAP Grade 5 Mathematics Test**

#### **Audience: Elementary School Principals and Test Coordinators**

A field-test item has been incorrectly included in the Grade 5 Mathematics Test in Form 1 only. The item is in Session 1, #19 on page 41. There is an envelope symbol that looks like this  embedded in the stem of the item that is intended to cue the students that they need to use their tool kit pieces to complete the item. Session 1 of the Mathematics test is considered a non-calculator, non-tool session of the test. Therefore, students will not have access to their tool kits. Please inform your Grade 5 test administrators of this situation and inform them that they should instruct students that are testing using a Form 1 test booklet to skip over item #19. Skipping this item will not impact the score earned by the student in any way. For more information visit

[http://education.vermont.gov/new/html/pgm\\_assessment/necap.html#notice](http://education.vermont.gov/new/html/pgm_assessment/necap.html#notice) or call the NECAP Service Center at (877) 632-774.

Contact: MaryAnn Minardo at (802) 828-5410 or [maryann.minardo@state.vt.us](mailto:maryann.minardo@state.vt.us)

### **Information regarding NECAP Assessments for All Students in the High School Completion Program**

#### **Audience: Superintendents, High School Principals, Guidance Counselors, Directors of Technical Centers**

Students who are enrolled in high school and participating in the High School Completion Program are expected to take the NECAP assessments at the appropriate time, which is from Oct. 1 through Oct. 22. For census/registry purposes, these students are classified as having a grade status of 06 (adult without diploma). Therefore, the timing of assessment may be in question. Please refer to the guidance available at [http://education.vermont.gov/new/html/pgm\\_assessment/necap.html#hscp](http://education.vermont.gov/new/html/pgm_assessment/necap.html#hscp).

Contact: Mary Ann Minardo at (802) 828-5410 or [maryann.minardo@state.vt.us](mailto:maryann.minardo@state.vt.us)

### **Reminder: Be the Buzz! A Statewide Conference for High-School Youth and Adult Teams (November 12, 9:00 a.m. - 2:30 p.m., Goddard College)**

#### **Audience: Students, Principals, Teachers and School Board Members**

How do we create a compelling case for change? How do we engage the community in transformation efforts? What strategies will help people re-imagine schooling? How do we use student-developed action research to inform transformation? Members of Vermont's "Youth and Adults Transforming Schools Together" initiative will share effective strategies to address these questions. Participants will leave informed and inspired. They will also leave with a Tool Kit of activities, videos, dialogue options and readings to open the door to school-wide transformation in their own communities. For more information and to register visit <http://education.vermont.gov/new/html/dept/calendar.html#buzz>.

Contact: Helen Beattie at [hnbeattie@gmail.com](mailto:hnbeattie@gmail.com)

DOE Contact: Sigrid Lumbra at (802) 828-0200 or [sigrid.lumbra@state.vt.us](mailto:sigrid.lumbra@state.vt.us)

### **Department of Education Closed for Columbus Day**

#### **Audience: All**

The Vermont Department of Education and other state offices will be closed Monday, October 11 in honor of Columbus Day.

### **From the Agency of Human Services:**

#### **AHS Application for Use of the Automated Adult Abuse and Child Protection Registries Checking System**

##### **Audience: Superintendents, Headmasters of Recognized or Approved Independent Schools**

The Vermont Agency of Human Services (AHS) has developed an online screening system to streamline pre-employment background check requests against the Vermont Adult Abuse and Child Protection Registries. A new registration packet will be sent out to those of you who still need to register within the next week. AHS is requesting that you complete the registration process by **November 1, 2010**. The text of the pertinent Act can be found on the State Legislature Web site at

<http://www.leg.state.vt.us/docs/2010/Acts/ACT001.pdf>. Should you have any questions regarding your obligation under this new law, please consult your legal counsel. If you are a residential school, you should not subscribe to this automated registry check system. You should continue to go through the Residential Licensing Unit and they will process checks against the registry for you as part of your licensing or re-licensing procedure so please ignore the packet if you receive one.

Contact: Katherine B. Evans at the Agency of Human Services, at (802) 241-1056

### **From the New England Secondary School Consortium:**

#### **"From Bold Vision to Pragmatic Implementation: Using Leadership Teams to Move High Schools Forward"**

New Hampshire Association for Supervision and Curriculum Development

NHASCD and the New England Secondary School Consortium invite you and your high school leadership team to a special Leadership Meeting with DOUG REEVES, NOV. 2<sup>nd</sup>, 2010 at the Radisson Hotel in Nashua NH. Space is limited. Cost: \$125. Including Lunch. Douglas B. Reeves, Ph.D., is an engaging speaker and an expert on school reform. He is the founder of the Leadership and Learning Center, an international organization that helps educators improve student achievement through practical and constructive approaches. At the Nov. 2<sup>nd</sup> Leadership meeting, Dr. Reeves will share research-based change strategies and numerous examples of high schools that are demonstrating impressive growth in student achievement. Please register today at <http://www.nhascd.net>.

Weekly Field Memo is Online!

The DOE Weekly Field Memo is archived on the Department of Education Web site at [http://education.vermont.gov/new/html/dept/field\\_memo.html](http://education.vermont.gov/new/html/dept/field_memo.html). Field Memos and the corresponding attachments are available for download. For Field Memo information three months or older, or for other questions, please contact Jill Remick, communications director, at (802) 828-3154 or [jill.remick@state.vt.us](mailto:jill.remick@state.vt.us).

FOR MORE INFORMATION:

For the Department of Education Web site see: <http://education.vermont.gov/>. For upcoming events or professional development opportunities, see the DOE Calendar of Events located at: <http://education.vermont.gov/new/html/dept/calendar.html>.

Main Department Line: (802) 828-3135

NOTE: For comments or questions specific to the messages above, please contact the person listed. DO NOT reply to this message.

This Field Memo is posted weekly by the Department of Education to better organize our e-communications to the field. There may be times when separate messages from the department will still be sent.